

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on February 17, 2010 at 6:00 p.m. at Brown County Central Library, 515 Pine Street, Green Bay, WI

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

EXCUSED: CHRIS FROELICH, MONICA GOLOMSKI

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff); and Kevin Raye (Brown County Information Services Network Manager); Dave Sachs, Eric Siebers (Boldt Company); Chet Gibbons, (Allouez resident)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA Modify

In the interest of Dave Sachs and Eric Siebers' time, Terry recommended that agenda items #4 and 5 be switched. Motion by Hickey, seconded by Theisen, to switch agenda items # 4 and #5. Motion carried. Motion by Buboltz, seconded by Pletcher, to approve the modified agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications.

OPEN FORUM FOR THE PUBLIC.

Mr. Gibbons was present to discuss the library's automation system but he agreed to listen to the Information Services Report before asking questions or commenting.

FACILITIES REPORT

a. Central Library Renovation Update Dave Sachs and Eric Siebers presented the Functional Priority Masterplan. A brief chronological review of reports and studies that have taken place to this point include:

FGM Space Needs Analysis 2008
Boldt Facility Audit 2009
General Energy Study 2009
FGM/Boldt/Somerville Engineering Pre-design 2010 (the outcome of this was \$23 million)
FGM/Boldt/Functional Priority Masterplan 2011

The purpose of the Functional Priority Masterplan is to define what absolutely needs to be done and what can be done now, what minimizes re-work to meet the overall Masterplan requirements and what makes fiscal sense. A series of digital thermography images demonstrate energy inefficiencies.

Excerpts from the Masterplan demonstrate the high-priority needs to be addressed:

Local History Consolidation

The Local History Department must have a consistent environment for the materials that are stored in this department. Currently, the local history materials are breaking down due to an environment that is not consistent with modern technologies providing a consistent environment to this important area. **Approximate value: \$3.75 M**

Building: Move Local History to the Lower Level. Provide new staircase and replace elevators to meet codes.

HVAC: Replace the Lower Level HVAC System with new

Electrical: Replace electrical system in Lower Level to support the move of Local History to the Lower Level.

HVAC System Replacement

The HVAC systems are old and have outlived their useful life. This system was designed for use 40 years ago. The building has changed significantly with the addition of computers throughout the entire library which has added significant heat load that was not accounted for. Additional strain has been applied on the air distribution system by the disruption of insulation that has broken down

and currently blocks air passage through the coils in the system. This has caused 'dead' air throughout the building. This facility will not comply with today's standards for air flow in a library. **Approximate value: \$5.75M**

HVAC: Replace and relocate HVAC systems for the First and Second Levels in new Fourth Level enclosure.
Building: Provide new Fourth Level enclosure for the mechanical systems serving the First and Second Levels.
Electrical: Provide new electrical systems to the First through Third Levels.

Building System Upgrade

This building has many systems that are failing. Much of the ceiling tile contains asbestos and must be replaced. The roof membrane that was installed is not adequate for this building. The roof conductors are rusting out and are leaking inside of the building. Handicap accessibility is not provided for those with disabilities. The book drop damages the collection and DVDs, creating additional costs to the library. The Bookmobile contributes to bad air inside the building as exhaust filters in the First and Second Levels. **Approximate value: \$2.25M**

Building: Modify miscellaneous building systems
HVAC: Provide exhaust system for garage
Electrical: Provide new electrical systems in garage.

Parking Lot Modifications

The parking lot is in need of re-surfacing. It is not large enough to support the amount of activity the library currently receives. Relocating the utility transformer as part of the electrical replacements will make room for additional parking slots. **Approximate value: \$1.5M**

Building: Modify existing parking lot
Electrical: Modify building utilities

Detailed Project Design

A detailed project design initiates the process of facility improvements; defines the overall facility Masterplan; defines a consistent building upgrade path and eliminates rework. Having an actual plan will give staff a point of reference that explains what a system *should* be and will prevent just fixing things without an overall knowledge of what and how it fits in with the Masterplan. Next steps are an architectural design; civil/structural design; mechanical/electrical/plumbing design and a site/landscape design. **Cost: \$1.5M**

Dave Sachs concluded that the Masterplan defines what absolutely needs to be done; the identified items are consistent with the Space Needs analysis and Pre-Design Requirements; rework is minimized to meet overall Masterplan requirements. Items 1 and 5 should be addressed soon.

Total for Masterplan design \$14.75M If projects are spread out over time cost will likely run as much as \$35M. This functional priority Masterplan is not as cost effective as completing the project as a single capital project (\$23M).

Kathy asked about the level of disruption to patrons if this is done in parts. Dave replied that this plan includes partitioning - not moving staff or collections. Building modifications can be done but it wouldn't be easy.

Lonn has built a framework. The design completes it and should produce specifications and a consistent vision. Knowledge of specifications will save money in the future.

Terry feels this Masterplan is a key component and the next logical step. Doing this project all at one time is ideal but it is more than likely that we will need to find a way to do it in segments without throwing good money away. The desire is to have the County Board understand this process. Ultimately it is more costly and disruptive but it may be more obtainable to go one step at a time.

Lynn Stainbrook had at first, disagreed with including the design plan in this package but realized that if any fundraising will be done, this Masterplan is needed. Donors (individual and foundations) want specifics and those same specifics are needed for grants. Lynn believes that this piece is important in order to move forward.

Tearing this building down would be a mistake. It is a good, solid building. Some head way can be made by starting to put things in place but all things must happen at approximately the same time.

Boldt would be happy to give this presentation to the Ed & Rec committee and/or the County Board.

Dave Sachs and Eric Siebers left the meeting at 6:45 p.m.

John Hickey proposed a separate meeting for Ed & Rec. Tony agreed that was a good idea. Terry reminded of remembering to consider the return on investment and emphasize that we are providing information and not making a recommendation at this time.

Solar Energy Projects Regarding Kress, Lynn reported that SEEDs was about \$25,000 away from their goal. A few significant donations have been received. Regarding Weyers-Hilliard, Curt reported that the sealed bids are due on Friday and he is expecting good prices. The Howard Planning Commission will review the project (the PhotoShopped photos were somewhat disappointing as they weren't to scale). A concern is that one representative won't be at the meeting which could defer it a month. This would complicate issuing POs to meet the deadline. Curt will attend the Planning Commission meeting.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Kevin Raye addressed the Symphony issues. A lot of work has taken place within the last couple days with SirsiDynix. Kevin thinks the problem has been identified as the Symantec anti-virus software. It now appears that the problem is not with the database server but rather with the applications. To put it simply, the Symphony application server and anti-virus application conflict. Anti-virus runs in real-time and has caused an increase in disconnects, causing memory to get consumed (even though it had just been increased from 16 – 32 GB). To troubleshoot, I.S. turned off real time scanning but not intrusion prevention. Later, intrusion prevention was turned off on the web, database and application servers.

Kevin has asked that Lynn and Lori email I.S. on all SirsiDynix hardware/system issues so they can be resolved faster. Another correlation to why the system goes down at 5 a.m. on Sundays is the full system scan from I.S. Kevin is now seeing more things pointing to the anti-virus as the culprit. The situation and system activity will continue to be monitored.

Carla asked if shutting the system down compromises anything else. Kevin said that wasn't the case because all other Windows updates are current. One issue was also that SirsiDynix provides support to our application but not to our hardware because they did not supply it. That, too, is being worked through.

Kevin distributed a list of scheduled tasks that run daily. Kevin also had SirsiDynix check the SQL configuration. That database was set in full mode and should be set in simple mode. I.S. does a database backup at 3:30 a.m. and a transaction back up every half hour. SirsiDynix logs it so I.S. does not have to duplicate the process. Kevin has turned off the half hour backups but the full back up will continue to take place.

Lynn also reported that the production database has been copied to be used as test site; staff is looking at the Symphony 3.4 release and its new functionalities; talking about the Enterprise OPAC overlay which still needs to be added. Little fixes and aesthetic updates continue to be made. We've been assigned a new consultant and he has been very helpful.

Lynn Hoffman is conducting staff training sessions and her plan is to go to each branch.

Kathy asked about point of use aids. Lynn Hoffman is working on these. Carla commented that progress is being made and that is important. She is thankful for the continuity shown on working on issues and as things improve, more focus can be placed on the patron's needs.

Kevin did mention that the library is a high priority. They have seen these anomalies before but are happy to be seeing improvements. Lynn appreciates Kevin's involvement and Lori, in particular, Sue Lagerman as backup, and Eric as of late. A lot of time has been/is spent on trying to correct the problems.

Lynn reported that Administration received laptops as part of the scheduled computer replacement. They are loaded with Windows 7 and Office 10. Upgrades are done at Kress, Weyers-Hilliard and one at Pulaski. Technical Services will be completed soon. Target date for completion is April 15.

Help Desk reported that the calls they have received about the public PCs overheating are a result of being dusty inside. In the future, UWGB will clear the clogs prior to the library obtaining them.

Since Lynn Hoffman is training staff on searching in Symphony, Terry asked if staff feeling more comfortable. Lynn thinks so and the tweaks that have been made have been helpful. Time spent with the staff has been good. Many staff just didn't understand that Symphony's searching is Boolean based (it is not a natural language search). Not going down will be tremendously huge. Lynn will continue to work with staff.

Terry offered Chet Gibbons to address the Board if he would like. Mr. Gibbons commented that Kevin has done a lot to address the issues and he understands how things work. But, being a user, he is sick of having to watch a clerk at the Kress Library manually check out because the system is down. In terms of training, he asked how all staff would be trained, including the clerks. He also feels

that Administration needs to do a better job of communicating with the paraprofessionals, clerks and users on a daily basis. He suggested posting information next to the public PCs. This will give some hope as he feels, right now, there is no hope. Patrons do not know how to use the system and the library, in his opinion, has not given them any help.

Lynn Hoffman replied that the training is applicable to everyone (including clerks) and she tries to catch as many staff in her training sessions as possible. Kevin Raye asked if online tutorials were available from SirsiDynix. Lynn Hoffman replied that, unfortunately, they don't have a lot of resources probably because Symphony installation and customization varies from location to location. An option she is considering to create the library's own content is screen casting which will be a tool on how to use the system. Once we are sure we are stable and implement Enterprise, the search experience will dramatically improve.

In closing, Gibbons commented we need a better, easier system. There are a lot of good things about this system but the three things mentioned need attention.

Kevin Ray and Chet Gibbons left the meeting at 7:30 p.m.

Accountant's report

- a. Financial report No report.
- b. Acceptance of Gifts, Grants and Donations No report.
- c. Carryover Funds No report.

2011 HOLIDAY HOURS

Motion by Kegel, seconded by Buboltz, to approve the 2011 Holiday Closures as follows:

April 22 (Fri)	Good Friday (Library closes at 12:00 pm.)
April 23 (Sat)	Saturday before Easter (Open regular hours.)
April 24 (Sun)	Easter (Library closed.)
May 29 (Sun)	Sunday before Memorial Day (Library closed.)
May 30 (Mon)	Memorial Day (Library closed.)
July 4 (Mon)	Independence Day (Library closed.)
September 5 (Mon)	Labor Day (Library closed.)
November 24 (Thurs)	Thanksgiving Day (Library closed.)
December 24 (Sat)	Christmas Eve (Library closes at 12:00 noon.)
December 25 (Sun)	Christmas Day (Library closed.)
December 26 (Mon)	Holiday Weekend (Library closed.)
December 31 (Sat)	New Year's Eve (Library open normal schedule.)
January 1, 2012 (Sun)	New Year's Day (Library closed.)
January 2, 2012 (Mon)	Holiday Weekend (Library closed. Paid holiday for New Year's Day.)*

The Central Library will begin its summer schedule of Sunday closings on Sunday, May 29, 2011 and continue through Sunday, September 4, 2011. Summer hours for Saturdays will begin on Saturday, June 4, 2011 and continue through Saturday, September 3, 2011.

Motion carried.

APPROVE NOTIFICATION OF LIBRARY TABLE OF ORGANIZATION CHANGES

The recommendation to the Library Board is (I) to hire a 20 hour per week Librarian I to assist with cataloguing and providing access

and care to the Local History and Genealogy collection and (II) to recommend to the Library Board to hire a 37.5 hour per week Librarian I as a Teen and Popular Services Librarian, resulting in the following savings:

	SALARY	FRINGE	TOTAL
OLD STRUCTURE			
1 Senior Library Assistant @ 37.5 hrs/wk – Reference	\$35,008.33	\$16,925.79	\$51,934.12
1 Library Associate @ 37.5 hrs/wk –Popular Library	\$38,145.30	\$18,442.43	\$56,587.73
			\$108,521.85
NEW STRUCTURE			
1 Librarian I @ 20 hrs/wk – Local History Cataloguer	\$23,560.32	\$11,390.91	\$34,951.23
1 Librarian I @ 37.5 hrs/wk – Teen/Popular Library	\$44,175.59	\$21,357.96	\$65,533.55
			\$100,484.78
Net Savings			\$8,037.07

Motion by Buboltz, seconded by Pletcher, to approve the Notification of Library Table of Organization Changes. **Motion carried.**

LIBRARY CLOSING DUE TO WEATHER POLICY

This policy was drafted after talks with Human Resources and County counsel. **Motion** by Pletcher, seconded by Buboltz, to approve the Library Closing Due to Weather Policy. **Motion carried.**

CONSIDERATION OF SUPERVISOR VAN VONDEREN'S COMMUNICATION

Lynn thought that the interim museum director was trying to better position both the museum and library and feels that this communication does contain some good suggestions. Are there areas that can be shared? John commented that the museum has not been used to its full capacity. Could both institutions strengthen themselves together through marketing?

Lynn said there have been talks with the museum about adding their collection to our database. She expects the quote to accomplish this to be around \$2000. That would be a joint venture. A good time to talk about it will be when the new museum director is hired. Supervisor Bill Clancy was in and is concerned about the budget and suggested a joint fundraiser. Would the Friends and Museum Foundation boards work together? Lynn mentioned an annual mailing campaign. The library's Children's Services staff collaborates with the museum on an annual end of summer reading program event.

John Hickey suggested a response to the communication to thank Supervisor Van Vonderen for her well-thought out suggestions. Lynn Stainbrook will follow-up to both supervisors.

Tony commented that it is not an issue to fund the library because it is well used and has a lot of visitors. The museum needs more customers. Need to think about library/museum collaborations. A new director could be in place fairly soon and all these ideas will be communicated at that time.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update John reported on a recent meeting that discussed the timing and scope of the annual audit that will be conducted by Schenck in April and presented in June. Personnel committee is made up of John Hickey, Chris Wagner, Sandy Ryczkowski, Denise Bellmore and Miriam Erickson (from Door County).

Lynn reported that the WI Public Library Annual Report is not done yet and is seeking input for the compliance page. The Board agrees that service from NFLS has been good and agrees to check compliancy (Public Library System **did** provide effective leadership and adequately meets the needs of the library).

PRESIDENT'S REPORT

Denise Bellmore has resigned from the Library Board but is maintaining her positions as President of the NFLS Board; and BCL Foundation. Terry extended appreciation for her service. She will be recognized through addition of materials to the collection (bookplate) and a resolution of appreciation. Open positions exist on board. A letter had been sent to CEOs of large corporations in the area seeking recommendations.

DIRECTOR'S REPORT

Lynn reminded the Board that Library Trustee Day is scheduled for Saturday, April 16.

The Friends of the Brown County Library held their Annual Meeting and recognized the Book Sale workers who volunteer 950 hours annually!

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Buboltz, seconded by Pletcher, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:15 p.m.

NEXT REGULAR MEETING

March 17, 2011

Central Library

515 Pine Street

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary

Sue Lagerman, Recording Secretary